



IMPORTANT DICTATION INFORMATION

❖ IMPORTANT NOTICE FOR ALL DICTATION EXAMINEES ❖

It is very important to annotate who is speaking in your dictation portion of the CSR examination. Some individuals are missing proper speaker identification after colloquy and are being charged 5 points for omitted speaker. Please note the following example:

MR. BERGMAN: I have seen it, yes.

MR. PORT: I would ask to have it marked as People's 6.

THE COURT: Very well.

Q. (By Mr. Port) Do you recognize what that is, Ms. Smith?

OR

MR. BERGMAN: I have seen it, yes.

MR. PORT: I would ask to have it marked as People's 6.

THE COURT: Very well.

MR. PORT: Q. Do you recognize what that is, Ms. Smith?

❖ IMPORTANT NOTICE FOR FLASH CARD/DISC WRITERS ❖

If your machine writes to a flashcard or disc and you are planning on using the card/disc during dictation, you **MUST** leave it with a proctor after dictation is completed. A proctor will erase your disc/flashcard immediately after the dictation is completed while your disc is still in your machine and then retain it. **TO PROCESS THE RETURN OF YOUR EQUIPMENT, PLEASE BRING A SELF-ADDRESSED, STAMPED ENVELOPE WITH YOU TO PUT YOUR DISC IN AFTER IT HAS BEEN ERASED.** All discs/flashcards will be mailed back to their owners the Monday following the test. **NO EXCEPTIONS TO THIS PROCESS WILL BE MADE.**

If you have any question, please contact the Court Reporters Board at (916) 263-3660.